

**DRAFT NOVEMBER AGENDA****California Environmental Education Interagency Network (CEEIN)**

Date: November 18, 2004

Time: 9:30 a.m. to 11:30 a.m.

Location: Cal/EPA Building, Room 2540

Lead: Ed Wong

Note taker: Lisa Kunz

Timekeeper: Zori Lozano-Friedrich

Facilitator: Zori Lozano-Friedrich

Backup Lead: Bill Andrews

**BRING YOUR OWN COFFEE****MUNCHIES WILL BE PROVIDED!****AGENDA**

	Item	Lead	Time	Action
1.	<b><u>Check – in and Catch -up</u></b> <ul style="list-style-type: none"> <li>Welcome &amp; Introductions</li> <li>Review Agenda</li> <li>Approve Minutes</li> <li>Update Outstanding Action Items</li> <li>Distribute “What’s New in Your World”</li> </ul>	Ed & Zori	<b>9:30 – 9:40</b>	Distribute Sign-In Sheet
2.	<b><u>Environmentality</u></b> JCEC Strategic Plan	Karen Johnson	<b>9:40 - 10:05</b>	
3.	<b><u>What’s New In Your World</u></b>	All	<b>10:05 – 10:25</b>	
4.	<b><u>Committee Reports &amp; Discussion</u></b> Administration & Organization <ul style="list-style-type: none"> <li>Nothing to Report</li> </ul> Communications & Outreach <ul style="list-style-type: none"> <li>Brochure &amp; Exhibit Update</li> </ul> Diversity <ul style="list-style-type: none"> <li>Nothing to Report</li> </ul> Leadership & Legislation <ul style="list-style-type: none"> <li>AB 1548 Legislative Update</li> </ul>	Joanne Vorhies Carolyn Tucker Kay Antunez Andrea Lewis	<b>10:25 – 10:50</b> 0 min 15 min 0min 10 min	
5.	<b><u>New Business</u></b> <b>CDE Update</b> CEEF and State Plan for EE Update <b>Administrative &amp; Organization</b> Nomination for Partnership with Go Green Initiative <b>Jerry Lieberman</b> Education and Environment Initiative (AB 1548)	Bill Andrews Carolyn Tucker Jerry Lieberman	<b>10:50 – 11:25</b> 5 min 5 min 25 min	
6.	<b><u>Meeting Wrap-Up</u></b> <ul style="list-style-type: none"> <li>Clarify Action Items</li> <li>Pending Items/Parking Lot</li> <li>Develop January Meeting Agenda</li> <li>Evaluate Meeting</li> </ul>	Zori	<b>11:25 – 11:30</b>	

- Start and end meetings on time; stay on track on agenda.
- Listen and treat others' opinions with respect.
- Keep commitments to agreements and assignments (i.e., follow-up, time frames, due dates, etc.).
- Make participation in the meeting your priority; keep cell phones on vibrate and only accept emergency calls (outside the meeting room).
- A quorum of 11 CEEIN Members is needed to hold a meeting.
- For major decisions, if consensus can't be reached, the issue will be put to a vote of the CEEIN members present at the following meeting.
- Make a conscious effort to conduct the meeting in an environmentally friendly manner.